

BOOKKEEPER

DISTINGUISHING FEATURES OF THE CLASS:

This is important bookkeeping or semi-technical accounting work involving responsibility for independently maintaining a set of general books in accordance with general infrequent instructions. The work also calls for the frequent exercise of independent judgement in the allocation of charges and in other account keeping functions where the procedure is not clearly defined. The work is performed under the general supervision of the Town Supervisor, Comptroller, Superintendent of Schools or another administrative employee of higher rank. Direct supervision may be exercised over clerical staff such as Account Clerks.

TYPICAL WORK ACTIVITIES:

1. Maintains journal and ledger records of the agency or municipality;
2. Audits vouchers prior to payment;
3. Makes summary statements of balances, receipts and payments;
4. Balances accounts with treasurer's records;
5. Reviews claims and issues checks authorized by the appointing authority;
6. Trial balances;
7. Prepares employee payrolls;
8. Prepares annual reports;
9. Assists in the preparation of tentative budget estimates;
10. Performs a wide variety of account keeping and general clerical activities;
11. Supervises the operation and input of the department's computer terminal and computerized accounting system;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods, practices, and terminology used in financial and statistical clerical work; thorough knowledge of record keeping practices, office terminology, procedures and equipment; working knowledge of modern accounting theory and practices; working knowledge of single and double entry bookkeeping practices; working knowledge of the current principles, practices, methods, and capabilities of high speed electronic data processing; ability to follow complex oral and written directions; ability to prepare financial reports; ability to prepare simple statistical reports; ability to communicate effectively with others, both orally and in writing; integrity; good accounting judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **PLUS:**

- EITHER: (A) Three (3) years of experience in clerical work which shall have involved the keeping or reviewing of financial records in a responsible capacity, preferably in the field of governmental accounting;
- OR: (B) Any equivalent combination of experience and training sufficient to indicate ability to do the work.

BS0301

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